

POLICE CAPTAIN STUDY GUIDE

A written examination for the class of **POLICE CAPTAIN** to be administered in **SHREVEPORT** on **October 20, 2009**, will consist of approximately 110 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>POLICE ADMINISTRATION</p> <p>Knowledge of the principles of effective police service management and administration, involving researching, planning, organizing, directing, and evaluating departmental operations; training; personnel management; financial management; and managing equipment, property, and supplies.</p>	17.3%
<p>RECORDS/REPORTS/CORRESPONDENCE</p> <p>Knowledge of effective records-keeping practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.</p>	7.3%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.</p>	15.5%
<p>PUBLIC RELATIONS/CRIME PREVENTION/COMMUNITY RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public; and of the procedures for conducting a crime prevention program to address specific community needs.</p>	7.3%
<p>PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT</p> <p>Knowledge of the management of patrol practices; and of general patrol practices and procedures including, methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, the use of firearms, law governing these procedures; and emergency medical care.</p>	13.6%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAFFIC CONTROL/TRAFFIC ACCIDENT MANAGEMENT Knowledge of the management of traffic control and traffic accident investigations, including enforcement of all applicable motor vehicle laws.	9.1%
CRIMINAL INVESTIGATION MANAGEMENT Knowledge of the management of operations involved in investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; court testimony; and applicable laws.	11.8%
SPECIAL TACTICAL OPERATIONS MANAGEMENT Knowledge of the procedures for conducting special tactical operations such as crowd control situations, situations involving hostage or barricaded suspects, and operations during natural disasters or catastrophic events.	7.3%
JUVENILE OPERATIONS MANAGEMENT Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, and situations involving abuse of juveniles.	5.5%
JAIL OPERATION ADMINISTRATION Knowledge of the handling and supervision of prisoners, including applicable laws related to the booking, and security of prisoners.	5.5%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New

York, N. Y., 5th ed., 1997.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

THE LOUISIANA HANDBOOK OF STATUTORY CRIMINAL LAW AND PROCEDURE, West Publishing Company, is published annually and presents, in a single volume, the text of the following laws:

LOUISIANA CHILDREN'S CODE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., Englewood Cliffs, NJ 07632, 8th ed., 2000.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.